

## REAL ESTATE TECHNICIAN II

**GRADE 22**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs intermediate skilled clerical work updating and maintaining real estate records for assessment purposes; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Updating and maintaining real estate records for assessment purposes; determining eligibility of property transfers; maintaining computer database of land records; producing maps; assisting the public; maintaining records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs the duties of a Real Estate Technician I; serves as lead worker; assists with the more complicated issues of land use administration and tax relief for elderly/disabled programs; trains new employees.
- Prepares and processes various applications, revalidations, certifications, etc.; determines the eligibility for programs; processes associated reports and compiles various statistical data.
- Provides customer service; provides assistance and information related to assessments, property details, real estate properties, maps, procedures, forms, fees, or other issues; assists taxpayers in locating resources; responds to routine questions, researches problems, and initiates problem resolution.
- Reviews deeds, wills, plats and other recorded documents and determines whether such instruments are legal transfers of real estate titles; conducts title research on questionable documents to resolve ownership titling or legal description conflicts; enters legal/recorded document data into computer database.
- Locates parcels to be transferred on tax maps; researches location of buildings on parcels via aerial photographs overlaid on tax maps.
- Assesses new tax value for parcels when boundary lines change by divisions, consolidations, or change in acreage.
- Updates real estate property records; reads/interprets legal documents, such as wills or deeds, to update records.
- Calculates and transfers building permit information from assessment sheet to computer database; adjusts assessed values and verifies calculations from building permit data.
- Calculates/processes exonerations, supplements and refunds of real estate taxes for property which becomes taxable or tax-exempt; prorates real estate tax bills based on date of sale or death of applicant.
- Calculates and generates public service corporation bills.
- Prepares and produces a variety of records and reports.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of methods and techniques of real property assessment; general knowledge of the state laws and County ordinances relating to real property assessment; some knowledge of computer applications used for assessment and mapping purposes; ability to determine building types, construction materials and related data; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in the property assessment field.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires reaching, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Notary Public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.